

INFORMATION TECHNOLOGY COMMITTEE

April 15, 2013

8:00 am

Conference Room 202

Present: Chairman Ron Niemann, Bob Boyle, Marie Wamsley, Kim Winslow, John Hastie, Jason Walter, Becky Taylor, Shane Schumacher, Nicola Maurer, John Heimann, and Kari Steffes

(1) **Call to Order:** The meeting was called to order at 8:00 am by Chairman Niemann

(2) **Proof of Posting:** Ron asked if the meeting was properly posted, and Kim advised that the agenda was posted by the County Clerk's office in the Courthouse, Hospital, Darlington Municipal Building, and the County's website.

(3) **Action on Agenda:** Motion by Boyle, second by Winslow, to approve the agenda as presented. Voice vote, motion carried.

(4) **Action on Minutes:** Motion by Wamsley, second by Boyle, to approve the minutes from the February 14, 2013 meeting as presented. Voice vote, motion carried.

(5) **Purchase of two laptops, Microsoft Office software, Quickbooks software, and a wireless router for Housing Authority:** the Housing Authority is not a County entity, but they utilize some of our IT services. Therefore if it is going to be on our network it needs to come to our committee for approval.

The Housing Authority's computer equipment and software are both old and outdated, so they would like to upgrade them. They proposed purchasing (2) laptops w/ 3 yr warranty, (2) adapters, (2) RAM kits, (2) Adobe Acrobat XI software, (2) Microsoft Office 2010 Standard software, (1) Quickbooks Pro 2013, (1) wireless router, for a total purchase price of \$3,283.22. There were some questions regarding their choice to purchase laptops as opposed to desktop computers, and a wireless router. They stated they chose the laptops because of personal preference and functionality. Their employees could take the laptops into each other's offices to work on things, or take them home to work from in case of inclement weather.

Marie advised that the Manor has a Quickbooks program they are no longer using that they could sell to the Housing Authority for a discounted price.

After a brief discussion a motion was made by Boyle, second by Wamsley, to approve the purchase of two desktop computer towers instead of laptops, two Microsoft Office 2010 licenses, one Adobe Acrobat XI Standard license, a standard router, and the Quickbooks program from the Manor for \$50. Voice vote, motion carried.

(6) **Purchase of ePanic Button software and two foot pedals for Human Services, Health Department, Veterans Service office, and Sheriff's Department:** Shane advised that the Human Services Committee approved a one year subscription of this ePanic Button software, for \$1,100.00. This software will be used by the Human Services department, Veterans Service office, Health Department, and be tied into the Sheriff's Department dispatch. The Hospital checked into it, but they are going to go with a different system that is not computer-based. A motion was made by Boyle, second by Wamsley, to approve the purchase of this one year subscription of ePanic Button software for \$1,100.00. Voice vote, motion carried

(7) **Purchase of a computer for the Finance office:** Nicola advised that Sandy Russell's computer died last week, and they had to make an emergency purchase to get it replaced before payroll this week. The quote for a new computer tower was \$445.87. Motion by Wamsley, second by Winslow, to approve the emergency purchase of a computer for Finance for \$445.87. Voice vote, motion carried.

(8) **Time clock upgrade:** Nicola advised that the time clock system at the Manor has been having issues and problems interfacing with the system. She has looked into this, and has found that we can no longer replace the time clocks with the exact same model. We would have to purchase a different model for \$960 each, plus \$125 for installation, and \$192 annual renewal fee.

She also found information on a different type of time clock system called ICI Kiosk. It is a system that allows users to punch in from computers. The cost for the Kiosk system is \$1,800, plus \$375 for installation, and a \$270 annual renewal fee. We would be able to use both of these systems at the same time.

This item is going to be tabled to the next meeting, so that Nicola and Jason can find out how this would affect the server, etc.

(9) **Purchase of a Zebra printer for the Lab at the Hospital:** The Zebra printer (specimen label printer) in the lab at the Hospital has died. Jason and others at the Hospital have tried to fix it, but it is no longer fixable. The lab does have a back-up printer, but even that one has been giving them trouble. The cost of a new Zebra printer is \$781.00. A motion was made by Boyle, second by Winslow, to approve the purchase of the Zebra printer for \$781.00. Voice vote, motion carried.

(10) **Purchase of a computer for the Med/Surg floor at the Hospital:** A computer on the Med/Surg floor at the Hospital is having major issues. Jason has worked on it several times, but he feels that it is only a matter of time before it dies. The quote for a new computer is \$453.04, and the Microsoft Office license is \$254.89, for a total of \$707.93. Motion by Winslow, second by Boyle, to approve the purchase of the computer and Microsoft Office license for \$707.93, pending Hospital Committee approval. Voice vote, motion carried.

(11) **Purchase of a color printer for the Materials Management office at Hospital:** Marie advised that the color printer in Purchasing has died. This printer is used by many employees at the Hospital. The quote for a new color printer is \$599.00. A motion was made by Boyle, second by Winslow, to approve the purchase of the color printer for \$599.00. Voice vote, motion carried.

(12) **Purchase of a scanner for Respiratory Therapy department at Hospital:** The Respiratory Therapy department is in need of a new scanner. Their current scanner has been having a lot of problems, and it does not allow updates to be compatible with Windows 7, which is what operating system the computer it is hooked to uses. The quote for a new scanner is \$886.35, and this model of scanner is one of only two models that is compatible with their HMS system. The other model is cheaper, but it has shown it has short life usage. A motion was made by Boyle, second by Winslow, to approve the purchase of the scanner for \$886.35. Voice vote, motion carried.

(13) **Purchase of a computer for the Outpatient Clinic at the Hospital:** One of the computers in the Outpatient Clinic has died. A quote for a new computer is \$319.62, and a Microsoft Office license is \$254.89, for a total of \$574.51. A motion was made by Winslow, second by Niemann, to approve the purchase of the computer and Microsoft Office license for \$574.51. Voice vote, motion carried.

(14) **Coverage of IT Department during IT Administrator's Extended Absence:** Becky has spoken with the IT Administrator at Grant County, Jeff Anderson, and he said he would be willing to be help out during the time that Jason is gone on vacation. Jeff was just looking for more information as to what type of issues we would want him to resolve. Ron would also like to know how we would handle payment of his services – if he would be doing this through Grant County, or on his own as an individual. Becky and Jason will contact Jeff to get some of these issues clarified and report back at the next meeting.

(15) **New email server, email software, and email encryption:** Jason has written a script to back up the email server every week, which takes 13 hours to complete. He has also renewed the SSL certificate. He is not going to do any other major work with the email server until after his vacation in June. He doesn't want anything critical to happen to it while he is gone.

(16) **AS400 training for the IT Department:** Becky has received quotes from ACS for the AS400 training. They can do a WebX training for \$1100, or they can come onsite for \$1100 plus the cost of mileage and travel. Becky said when they came to install the new AS400 back in 2011, the travel expenses were around \$1200. After a brief discussion of which option would work best for the IT department, a motion was made by Wamsley, second by Winslow, to approve the onsite AS400 training for \$2400, pending the submission of a training curriculum prior to the training. Voice vote, motion carried.

(17) **Making part-time IT position to a full-time IT position:** Becky and Jason have compiled a document giving a brief synopsis of how the County's IT infrastructure has been managed up until now, along with short-term and long-term IT project lists that need to be done. Nicola also added a fiscal note, showing how changing the IT position to full-time would affect the budget. A motion was made by Wamsley, second by Winslow, to increase the part-time IT position to a full-time position, effective April 29th, 2013. Voice vote, motion carried.

(18) **Upgrade of T1 line at the Courthouse:** Jason has looked into what it would cost to increase the size of the T1 line for the Courthouse. He checked with CenturyLink, and the costs are:

5 meg = \$894/month
10 meg = \$1124/month with a 3 year contract
20 meg = \$1270/month with a 3 year contract

After a brief discussion, a motion was made by Winslow, second by Wamsley, to increase the Courthouse T1 line from 5 meg to 20 meg for \$1270/month with a 3 year contract. Voice vote, motion carried.

(19) **Hourly Technical Support charge:** Becky is proposing that the committee look into increasing the amount we charge departments for the IT work Jason and Christine do. Right now, we are charging \$15 and \$30 respectively, which is just the amount to cover their payroll and fringes. But some believe that this amount is too low, considering what we would have to pay if we had an outside tech come in to do the work. There are also several department within the County that can get reimbursement for IT work performed.

This item is going to be tabled to the next meeting, so that Becky and Nicola can put together more information and figures, and report back at the next meeting.

(20) **Review checklist for bringing items to the IT Committee:** Ron felt that the IT department should review the IT Request Form and make any necessary changes to fit their needs.

(21) **Monthly update from IT Department:** Jason has ordered all of the equipment for the Highway department project, and has everything lined up and planned out for their switchover. Jason is going to do the switchover on Friday, May 3rd, since the Highway department will be closed on Fridays. He also has CenturyLink scheduled to come the week before to get their DSL set up.

Marie has Jason looking at the IT infrastructure at the Manor, because they are looking to move the business offices from the Hospital down to the Manor, so they want to make sure this would be feasible.

(22) **IT Vouchers:** Kim presented (4) vouchers. The first voucher was in the amount of \$1,720.11, which included modular couplers, desk stand, Ergotron sit-stand combo system, and a monitor for the Hospital, membership dues and mileage for the IT department, and a new computer and monitor for Child Support

The second voucher was in the amount of \$425.56, which included the February cell phone bills for Jason & Christine, and the TechNet subscription for the IT department.

The third voucher was in the amount of \$2,732.22, which included the March cell phone bills for the IT department, wallplates, a computer and a laptop for the Hospital, and the new server equipment for the Highway department.

The fourth voucher was in the amount of \$456.84, which included a new computer for the Finance department.

A motion was made by Wamsley, second by Winslow, to approve the four vouchers as presented. Voice vote, motion carried.

- (23) **Future Agenda Items:**
- time clock upgrade
 - coverage of IT department during IT Administrator's extended absence
 - increasing hourly Technical Support charge
 - remote access support or software for IT Department
 - auto-inventory
 - new email server, email software, and email encryption (bring back in July)

(17) **Next meeting date:** May 16, 2013 @ 8:30am

(18) **Adjournment:** Motion by Winslow, second by Wamsley, to adjourn the meeting at 9:46am. Voice vote, motion carried.